



Registrar's Office

(715) 394-8228 (office)
(715) 394-8040 (fax)

www.uwsuper.edu/registrar

Old Main 139, P.O. Box 2000 • Superior, WI 54880

Student Preferred Name Request Form

Current Legal Name: [Last] [First] [Middle]

Student ID: []

I request that the following name be recorded as my Preferred Name according to the UW-Superior Preferred Name Policy

[First] [Middle]

Please initial here _____ to indicate you have read and understand the UW-Superior Preferred Name Policy

The University of Wisconsin - Superior recognizes that students may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name.

As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the legal name in select university systems and documents except where the use of the legal name is required by university business or legal need.

Places where Preferred Name will Appear

- Unofficial Transcript
• Student Center
• Class Roster
• Grade Roster
• Student Services Center (UW-S Staff)
• Online Advising Report
• Learning Management System (Learn@UW-Superior)
• Online Campus Directory

Places Where Preferred Name Will NOT Appear (Legal Name Required)

- Official UWS Transcript
• UWS Diploma
• Enrollment Verifications
• Student Financial Accounts
• Financial Aid
• Human Resources (Student Employment)
• Immigration and Visa-Related Documentation

Please note that a preferred name is used solely within UW-S internal systems. All external systems such as home-town newspapers, official transcripts, enrollment verifications, etc will continue to use your legal first name.

Date: []

Signature: _____